

**CLASS TITLE: CHIEF OF RECRUITMENT AND TRAINING
(CORRECTIONS)**

Class Code: 02184500

Pay Grade: 35A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for all aspects of training within the Department of Corrections including administrative leadership to the Training Center, recruitment of new employees to fill existing and anticipated vacancies, supervision of the selection process for various departmental awards, and periodic needs assessments to determine evolving and changing training requirements; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with considerable latitude for the application of training methods and techniques; work is subject to review for results obtained and conformance to departmental policies and objectives.

SUPERVISION EXERCISED: Plans, supervises and coordinates the work of instructors, clerical and support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for all aspects of training within the Department of Corrections including administrative leadership to the Training Center, recruitment of new employees to fill existing and anticipated vacancies, supervision of the selection process for various departmental awards, and periodic needs assessments to determine evolving and changing training requirements.

To plan, supervise and coordinate the work of a staff engaged in developing and conducting comprehensive pre-service and in-service training programs for Department of Corrections employees.

To be responsible for the overall direction, administration, curriculum development and leadership of the Training Center which provides pre-service and in-service training for all custodial, field service, civilian, management and ancillary personnel in the department.

To devise, develop and coordinate staff development programs within the department.

To periodically conduct needs assessments of departmental systems, functions and programs from the point of view of program development.

To continuously evaluate the training needs of the department and at the same time evaluate the Training Center as a total educational delivery system.

To develop, supervise and coordinate a comprehensive recruitment program to fill vacancies and enlarge staff.

To establish linkages with area colleges, universities and training programs so that the Training Center can utilize existing educational resources which can be interfaced with departmental training programs.

To establish linkages with staff development and training departments in the business/industrial community so as to tap resources which can be useful to the department.

To establish linkages with other members of the criminal justice community so as to share and pool available talent and resources.

To assemble and formalize an adjunct faculty which will bolster and supplement the work of the core instructor's staff.

To oversee and supervise the work of core instructors and adjunct faculty in the following areas:

curriculum development and program formats; training procedures and techniques; preparation of audio-visual aids to include audio and video tapes, photographs and slides, visuals for overhead projectors, as well as the use of print media reproductive devices and equipment; preparation of training aids, course materials, handbooks and instructional materials; preparation of comprehensive lesson plans for all subjects taught; and maintain records and statistics in connection with student achievement.

To be responsible for the preparation of reports on Training Center activities, progress reports, annual reports and budget.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods and techniques utilized in the training of adults; a thorough knowledge of the diverse and complex nature of the mission of a full service training center; a thorough knowledge of the methods and techniques of instructing personnel; a thorough knowledge of adult learning theory, methods of instruction, educational psychology and educational delivery systems; the ability to conduct various types of needs assessments; the ability to use and employ statistical evaluation systems as tools to determine program effectiveness; the ability to develop, administer and give technical supervision to programs designed to recruit and train departmental personnel, programs designed to orient new employees to the department in-service training programs designed to improve employee effectiveness and upgrade employee professionalism; the ability to supervise the preparation of written materials, audio-visual materials, and training aids; the ability to interface with professional colleagues and peers from different but related professional disciplines; the ability to communicate with groups outside the department; the ability to prepare materials, programs and systems designed to enhance the public image and public relations function of the Training Center; the ability to supervise and train a training staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or university of recognized standing and possession of a Master's Degree in Education, Sociology, Human Resources, Administration, Psychology, or other closely related fields; and

Experience: Such as may have been gained through: employment in a responsible position in administration that involved the supervision of training activities and directing and implementing an organized training or staff development program for personnel.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 28, 1988

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